

Australian Capital Territory

Territory Records (Records Disposal Schedule – Venue & Event Management Records) Approval 2005 (No 1)

Notifiable instrument NI2005—402

made under the

Territory Records Act 2002, s 19 (Approval of schedules for the disposal of records)

1. Name of Instrument

This instrument is the Territory Records (Records Disposal Schedule – Venue & Event Management Records) Approval 2005 (No 1)

2. Approval

I approve the Records Disposal Schedule – Venue & Event Management Records.

3. Commencement

This instrument commences on the day after notification.

David Wardle
Director of Territory Records
24 October 2005



Records Disposal Schedule *Venue & Event Management Records*

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INTRODUCTION

The *Records Disposal Schedule – Venue & Event Management Records* is the official authority for the disposal of records relating to the operation and management of sport and entertainment venues in the ACT.

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act 2002*. It is to be used in conjunction with the *Territory Administrative Records Disposal Schedule (TARDiS)*.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of records relating to the operation and management of sport and entertainment venues by ACT Government agencies.

SCOPE

This Records Disposal Schedule applies to all ACT Government agencies as defined in the *Territory Records Act 2002*.

It applies to records in any format, including electronic records.

AUTHORITY

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The schedule does not take effect until it has been incorporated into an agency's Records Management program that has been signed off by the Principal Officer of the agency. Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

This Records Disposal Schedule will remain in force until a new schedule supersedes it or the Director of Territory Records withdraws it from use.

STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA

A Records Disposal Schedule generally specifies retention periods. That is, how long records are to be retained by the agency before being destroyed or retained as Territory Archives.

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, administrative need or

agency directives. An agency must not dispose of any records where it is aware of possible legal action for which the records may be required as evidence.

The *Records Disposal Schedule – Venue & Event Management Records* has a hierarchical structure that reflects its arrangement according to functions and activities, rather than by subject, and its close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all records relating to stadium management and operation regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

Territory Version of Keyword AAA

The Territory Version of Keyword AAA is the general administrative thesaurus produced by the Territory Records Office. The structure and terms used in this Records Disposal Schedule are closely related to those used in the Territory Version of Keyword AAA, which is based on functional analysis of business activity. This methodology (ie. the analysis of business activity) produces a hierarchical model of an organisation's business activity. The hierarchical model also represents a classification scheme for the records that document functions, activities and transactions.

The disposal actions listed in this Records Disposal Schedule were determined through the process of appraisal in accordance with *Territory Records Office Standard for Records Management No.2 - Appraisal*. Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the Territory Version of Keyword AAA. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

GUIDELINES FOR USE

Coverage of authority

The *Records Disposal Schedule – Venue & Event Management Records*:

- covers all Venue & Event Management Records divided into the following functions:
 - SPORTING & ENTERTAINMENT EVENTS
 - VENUE MANAGEMENT
- is intended to be used in conjunction with TARDiS;
- specifies the minimum period records should be kept (retention periods);
- specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
- is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

Layout of the schedule

This Records Disposal Schedule begins with an introduction incorporating definitions and the business classification scheme. Then each of the functions and activity disposal sets or ‘disposal classes’ relating to the functions are described. These are followed by a composite list of classes designated ‘Retain as Territory Archives’. The functions and activity disposal sets show the following details:

Function

This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme. It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique.

Activity

Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to this activity. Activities can relate to many functions with the scope notes covering all of these relationships (eg the activity ‘Policy’ is linked to all of the functions. However, each function and activity set represents a unique unit.

Entry No.

This is the disposal class number allocated based on the function and activity set and the class number of the record. The barcode is the same as the Entry No. and may be used in an automated recordkeeping system.

Description of Records:

This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.

Disposal Action:

This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.

FORMAT OF RECORD

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- cards,
- registers,
- files,
- microfilm,
- microfiche,
- COM (computer output microfiche),
- electronic records, including various electronic media, and
- any other formats.

Electronic records

Refers to records created, communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways - on the database (the main database, or a special archives database); on magnetic media; on optical disks; or on separate hardcopy (paper, COM).

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or rerecording) does constitute disposal.

DESTRUCTION OF RECORDS

When the approved disposal date for the destruction of records has been reached, appropriate arrangements for their destruction should be made. It is the responsibility of each agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the agency Records Management Program.

UPDATING THE RECORDS DISPOSAL SCHEDULE

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Director of Territory Records.

ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Director of Territory Records.

RELATED LEGISLATION

The following legislation is related to the record classes covered by this Records Disposal Schedule:

Freedom of Information Act 1989

Privacy Act 1988

Stadiums Authority Act 2000

Territory Records Act 2002

DEFINITIONS

Agency

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

Appraisal

The process of evaluating business activities to:

- determine which records need to be captured;
- how long the records need to be kept to meet business needs; and
- meet the requirements of organisational accountability and community expectations.

Business Classification Scheme

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

Principal Officer

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

Records

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

Records of an Agency

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

Records Disposal Schedule

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

Records Management Program

A document which complies with section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

Recordkeeping Systems

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies, procedures, practices and resources which are applied within an agency to ensure that full and accurate records of business activity are made and kept.

Scope Note

An explanation of terms used in describing the records and the context in which they were made and used.

Sentencing

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule which applies to the record and assigning a retention period consistent with that part.

Territory Archives

Records preserved for the benefit of present and future generations.

BUSINESS CLASSIFICATION SCHEME

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.

Accidents (Events)

The activities involved in dealing with mishaps causing injury or damage events and festivals. Also includes measures to prevent accidents occurring.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgment. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Budgeting

The process of planning the use of expected income and expenditure over a specified period.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular

incidents, persons, organisations or clients.

Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.

Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc Use STRATEGIC MANAGEMENT - Committees for audit committees.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity and reports of participants etc.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

Distribution

The activities associated with disseminating items, correspondence or publications through sales, deliveries, or other customer services.

Drafting

The activities associated with preparing preliminary drafts or outlines of addresses, reports, articles, plans, sketches, etc prior to production.

Enquiries

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Financial Statements

The process of compiling annual statements presented in prescribed tabular form showing receipts and payments, both actual and budgeted for the current financial year and the actual amounts received or paid for the previous financial year.

Grant Funding

The activities associated with the application for and receipt of grants.

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another agency. Includes the process of chartering.

Leasing-out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Media Relations

The activities associated with establishing a relationship between the media and the agency. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Payments

The activities involved in the preparation and payment of money.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which

the agency's operating procedures are determined.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Public Reaction

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Risk Management

The process involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the agency.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgment. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc Use STRATEGIC MANAGEMENT - Committees for audit committees.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity and reports of participants etc.

Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artifacts.

Construction

The process of making or building something.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

Enquiries

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Fit-outs (Stadium)

The process of establishing or refurbishing the interior and/or spectator areas of a sporting stadium or entertainment venue. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.

Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another agency. Includes the process of chartering.

Leasing-out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Risk Management

The process involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

Turf Management

The activities involved in growing, installing, maintaining, repairing and replacing turf surfaces for sporting activities and events.




RECORDS DISPOSAL SCHEDULE

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.

Accidents (Events)

The activities involved in dealing with mishaps causing injury or damage during events and festivals. Includes damage or injury to people and property during events and festivals. Also includes measures to prevent accidents occurring.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.1.1 	Accident/incident reports and supporting documentation of death, serious personal injury, dangerous occurrences and incapacity to the public during Sporting & Entertainment events. Includes accident registers <i>[For accident reports for Territory employees refer to the TARDiS]</i>	Destroy 30 years after last action
1.1.2 	Accident/incident reports of personal injuries during SPORTING & ENTERTAINMENT events to members of the public aged less than 18 years, not resulting in claims for compensation. <i>[For copies of accident reports where a claim for compensation is submitted by a member of the public following an accident, use Sporting & Entertainment Events - Claims.]</i>	Destroy when person reaches 25 years of age, or 7 years after last action, whichever is later.
1.1.3 	Accident/incident reports of personal injuries during sporting or entertainment events to members of the public aged over 18 years, not resulting in claims for compensation. <i>[For copies of accident reports where a claim for compensation is submitted by a member of the public following an accident, use Sporting & Entertainment Events - Claims.]</i>	Destroy 7 years after last action

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.




Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.2.1 	Records documenting the acquisition of goods and services required to support Sporting & Entertainment events where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). <i>[For the acquisition of goods and services through a tender process, use Sporting & Entertainment Events - Tendering.</i> <i>For the management of contracted out services, Use Sporting & Entertainment Events - Contracting-out.]</i>	Destroy 7 years after action completed

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.




<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.3.1 	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public events. <i>[For addresses relating to community or government relations refer to the TARDiS.]</i>	Retain as Territory Archives
1.3.2 	Final versions of other addresses delivered in the routine promotion of events.	Destroy 2 years after last presentation
1.3.3 	Working papers documenting the development of addresses, including drafts.	Destroy when reference ceases

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.



Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.4.1 	Records documenting the receipt of advice which resulted in major changes to the organisation or management of sporting or entertainment events. Includes advice provided by consultants.	Retain as Territory Archives
1.4.2 	Records documenting the receipt and provision of all other advice on sporting or entertainment events. Includes advice provided by consultants.	Destroy 5 years after action completed
1.4.3 	Working papers documenting the development of advice on sporting or entertainment events.	Destroy 2 years after action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.5.1 	Final version of significant agreements relating to sporting or entertainment events with government bodies or private organisations with implications for major liabilities or obligations for agency.	Retain as Territory Archives
1.5.2 	Records relating to the negotiations, establishment, maintenance and review of significant agreements relating to sporting or entertainment events.	Retain as Territory Archives
1.5.3 	Final version of other agreements relating to sporting or entertainment events.	Destroy 10 years after expiry of the agreement
1.5.4 	Records relating to the negotiations, establishment, maintenance and review of other agreements relating to sporting or entertainment events.	Destroy 10 years after expiry of the agreement

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.




Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.6.1 	Records relating to travel and accommodation arrangements made in relation to SPORTING & ENTERTAINMENT events.	Destroy 1 year after action completed

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.7.1 	Final report of an external audit of sporting or entertainment events (eg conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none">• the audit report is qualified by the Auditor-General• there are major or significant changes to practices.	Destroy 10 years after action completed
1.7.2 	Final report of an internal or external audit of sporting or entertainment events where: <ul style="list-style-type: none">• the audit report has been accepted by the Auditor-General• there are no changes or only minor or routine changes to practices. <p>Includes recommendations and implementation plans.</p>	Destroy 5 years after action completed
1.7.3 	Records documenting the planning and conduct of internal and external audits relating to sporting or entertainment events	Destroy 3 years after action completed

SPORTING & ENTERTAINMENT EVENTS

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Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.8.1 	Delegations of powers to agency staff to authorise administrative action relating to sporting or entertainment events.	Destroy 7 years after delegation expires

Budgeting

The process of planning the use of expected income and expenditure over a specified period.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.9.1 	Budget estimates and associated records prepared for events and festivals.	Destroy 7 years after action completed
1.9.2 	Records documenting spending progress or revenue collection against allocations for events and festivals.	Destroy 3 years after action completed

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.




<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
N/A	[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file. In such cases sentence the file with the longest retention period for any activity on the file.]	N/A

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.




Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.10.1 	Programs, invitations, guest lists and photographs relating to major celebrations at Territory sporting or entertainment events.	Retain as Territory Archives
1.10.2 	Records documenting routine arrangements supporting major celebrations at Territory sporting or entertainment events. . Includes catering, venue bookings, etc.	Destroy 2 years after action completed
1.10.3 	Records documenting all arrangements for other celebrations of lesser significance at sporting or entertainment events. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after action completed

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.11.1 	Programs, invitations, guest lists and photographs relating to major ceremonies held to mark a special occasion (eg the opening of new buildings or initiation of a new event.)	Retain as Territory Archives
1.11.2 	Records documenting routine arrangements supporting major ceremonies held to mark a special occasion. Includes catering, venue bookings, etc.	Destroy 2 years after action completed
1.11.3 	Records documenting all arrangements for other ceremonies of lesser significance. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after action completed

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.




Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.12.1 	Records documenting insurance claims for injury, damage and/or loss during sporting or entertainment events. <i>[For insurance policies and annual renewal for events and festivals, use Sporting & Entertainment events - Insurance.]</i>	Destroy 7 years after finalisation or withdrawal of claim

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.13.1 	Records of external committees formed to manage or advise on sporting or entertainment events. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives
1.13.2 	Records of internal committees formed to manage or advise on sporting or entertainment events. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documents such as briefing papers and discussion papers.	Destroy 7 years after action completed
1.13.3 	Working papers documenting the conduct and administration of committees formed to manage or advise on sporting or entertainment events. Includes: <ul style="list-style-type: none">• Agenda• Notices of meetings• Draft minutes.	Destroy when reference ceases

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.






Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.14.1 	Records documenting compliance with mandatory or optional standards or with statutory requirements relating to events or festivals.	Destroy 7 years after action completed

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.15.1 	Master copies of unpublished proceedings and reports, speeches and papers from conferences agency related to sporting or entertainment events.	Destroy 5 years after action completed
1.15.2 	Records documenting conferences arranged by agency related to sporting or entertainment events. Includes: <ul style="list-style-type: none"> • Program development; • Invitations to speakers; • Promotion activities; • Registrations; • Venue bookings; • Copies of financial statements. 	Destroy 3 years after action completed
1.15.3 	Reports commenting on and assessing conferences agency related to sporting or entertainment events.	Destroy 3 years after action completed
1.15.4 	Published proceedings from agency related to sporting or entertainment events.	Destroy when reference ceases
1.15.5 	Records documenting the attendance of staff at conferences arranged by other organisations related to sporting or entertainment events.. Includes conference promotion material, programs and registration forms. <i>[For travel and accommodation arrangements made for staff to attend conferences, use Sporting & Entertainment Events - Arrangements.]</i>	Destroy when reference ceases

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.


Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.16.1 	Records documenting contract management relating to sporting or entertainment events. Includes: <ul style="list-style-type: none">• Minutes of meetings with main stakeholders• Performance and evaluation reports.	Destroy 7 years after completion or other termination of the contract


Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.17.1 	Records documenting the disposal of equipment and goods acquired for events and festivals.	Destroy 7 years after action completed


Distribution

The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.18.1 	Records documenting the distribution activity relating to sporting or entertainment events. Includes address lists.	Destroy when reference ceases

Drafting

The activities associated with preparing preliminary drafts or outlines of addresses, reports, articles, plans, sketches, etc. prior to production.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.19.1 	Records documenting the drafting process for material related to sporting or entertainment events.	Destroy when reference ceases

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.




Enquiries

The activities associated with the handling of requests for information about the agency and its services by the general public, agency employees or another agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.20.1 	Records documenting the handling of public enquiries about sporting or entertainment events.	Destroy 2 years after action completed

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.21.1 	External and internal reports evaluating the Sporting & Entertainment Events function and/or major sporting or entertainment events.	Retain as Territory Archives
1.21.2 	Other records documenting the evaluation and ongoing monitoring of sporting or entertainment events.	Destroy 3 years after action completed
1.21.3 	Working papers supporting external or internal reports evaluating the Sporting & Entertainment Events function and/or major sporting or entertainment events.	Destroy when reference ceases

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.



Financial Statements

The process of compiling annual statements presented in prescribed tabular form showing receipts and payments, both actual and budgeted for the current financial year and the actual amounts received or paid for the previous financial year.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.22.1 	Annual financial statements or formal interim financial statements, and background documentation for sporting or entertainment events where these are required to be recorded and/or kept or reported separately from agency 's normal accounting systems. Includes annual statements of assets and liabilities, operating statement of financial position, balance sheets and statements of cash flows for the sporting or entertainment event. <i>[For normal agency financial statements refer to the TARDiS.]</i>	Destroy 7 years after action completed

Grant Funding

The activities associated with the application for and receipt of grants.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.23.1 	Records documenting successful applications made by the agency for grant funding for supporting sporting or entertainment events. <i>[For the management of grant money received by agency refer to the TARDiS]</i>	Destroy 7 years after action completed
1.23.2 	Records documenting unsuccessful applications made by agency for grant funding for supporting sporting or entertainment events.	Destroy 2 years after action completed

SPORTING & ENTERTAINMENT EVENTS

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Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.24.1 	Records documenting the implementation of plans, policies and procedures developed to support sporting or entertainment events	Destroy 3 years after action completed

Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.25.1 	Records documenting inspections of facilities, equipment and items related to sporting or entertainment events. <i>[For formal audits, use Sporting & Entertainment Events – Audit].</i>	Destroy 3 years after action completed

SPORTING & ENTERTAINMENT EVENTS

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Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.26.1 	Records documenting the installation and initial configuration of equipment for sporting or entertainment events.	Destroy 2 years after action completed
1.26.2 	Records documenting the reconfiguration and adjustment of equipment after initial installation.	Destroy 1 year after either the next reconfiguration or when the equipment is disposed of, whichever is the earlier

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.





<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.27.1 	Insurance policies covering property, equipment, etc for sporting or entertainment events. <i>[For insurance claims lodged, use Sporting & Entertainment Events - Claims.]</i>	Destroy 7 years after policy expires
1.27.2 	Records documenting the annual renewal of insurance policies.	Destroy 1 year after action completed

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.28.1 	Final signed version of joint venture agreements or contracts relating to sporting or entertainment events of major significance to agency and the Territory. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
1.28.2 	Working papers relating to the establishment and negotiations and management of joint venture agreements relating to sporting or entertainment events of major significance.	Retain as Territory Archives
1.28.3 	Final versions of other joint venture agreements or contracts relating to sporting or entertainment events.	Destroy 7 years after completion or other termination of agreement or contract
1.28.4 	Working papers relating to the establishment, negotiations and management of other joint venture agreements or contracts relating to sporting or entertainment events.	Destroy 7 years after completion or other termination of agreement or contract

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.



Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another agency. Includes the process of chartering.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.29.1 	Records documenting the leasing of property, equipment etc for sporting or entertainment events. Includes: <ul style="list-style-type: none">• Negotiations• Cost-benefit analysis• Assessments• Signed leases.	Destroy 7 years after lease expires or is terminated
1.29.2 	Records documenting the on-going management of leases of property, equipment etc for sporting or entertainment events.	Destroy 7 years after lease expires or is terminated

Leasing-out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.30.1 	Records documenting the leasing-out of property, equipment etc for sporting or entertainment events. Includes: <ul style="list-style-type: none">• Negotiations• Cost-benefit analysis• Assessments• Signed leases.	Destroy 7 years after lease expires or is terminated
1.30.2 	Records documenting the on-going management of leases of property, equipment etc for sporting or entertainment events.	Destroy 7 years after lease expires or is terminated

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.


Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.31.1 	Records documenting liaison activities undertaken with organisations and community groups relating to sporting or entertainment events. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation.	Destroy 3 years after action completed

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.




<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.32.1 	Records documenting the marketing of sporting or entertainment events. Includes records covering arrangements for advertising campaigns and promotional photographs. <i>[For marketing of agency in general use the TARDiS]</i> <i>[For media releases related to events and festivals use Sporting & Entertainment Events – media relations]</i>	Destroy 5 years after action completed.

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.



Media Relations

The activities associated with establishing a relationship between the media and the agency. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.33.1 	Master set of agency media releases relating to sporting or entertainment events.	Retain as Territory Archives
1.33.2 	Records documenting administrative arrangements with the media relating to sporting or entertainment events. Includes the issuing of media releases, organizing interviews and providing information and assistance to support media coverage of an event.	Destroy 2 years after action completed
1.33.3 	Copies of media items specifically relating to sporting or entertainment events. Includes news cuttings, transcripts and electronic items.	Destroy when reference ceases

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.34.1 	Final version of minutes and supporting documents tabled at meetings held in relation to sporting or entertainment events. Includes meetings with external agencies.	Destroy 3 years after action completed
1.34.2 	Working papers documenting the conduct and administration of meetings held in relation to sporting or entertainment events. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

SPORTING & ENTERTAINMENT EVENTS

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Payments

The activities involved in the preparation and payment of money.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.35.1 	Records documenting the preparation and payment of money in relation to sporting or entertainment events where these are required to be recorded and/or kept or reported separately from agency 's normal accounting systems. <i>[For cases in which payment is made and recorded through agency 's normal accounting systems refer to the TARDiS.]</i>	Destroy 7 years after action completed

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.36.1 	Final version of plans for major sporting or entertainment events.	Retain as Territory Archives
1.36.2 	Final version of plans for other sporting or entertainment events.	Destroy when plan superseded or 5 years after action completed whichever comes first
1.36.3 	Working papers used to develop plans for sporting or entertainment events. Includes draft plans, reports analysing issues, and comments on draft plans.	Destroy 1 year after adoption of the final plan
1.36.4 	Copies of plans for sporting or entertainment events.	Destroy when reference ceases

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.




Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.37.1 	Final version of policies for sporting or entertainment events.	Retain as Territory Archives
1.37.2 	Records documenting the development and establishment of agency 's policies for sporting or entertainment events. Includes: <ul style="list-style-type: none">• Policy proposals• Research papers• Results of consultations• Supporting reports• Major drafts.	Destroy 5 years after policy is superseded
1.37.3 	Records documenting comments made on the development of policies for sporting or entertainment events.	Destroy 3 years after the promulgation of the new policy
1.37.4 	Working papers documenting the development of policies for sporting or entertainment events.	Destroy 3 years after the promulgation of the new policy
1.37.5 	Copies of policy documents for sporting or entertainment events and supporting papers.	Destroy when reference ceases

Procedures

Standard methods of operating laid down by an agency according to formulated policy.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.38.1 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting sporting or entertainment events.	Destroy 7 years after procedures are superseded
1.38.2 	Records documenting the development of agency procedures supporting sporting or entertainment events.	Destroy 2 years after procedures are superseded
1.38.3 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.






Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.39.1 	Records documenting public reaction and agency responses.	Destroy 7 years after action completed

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.40.1 	Final version of internal formal reports and reports made to external agencies relating to sporting or entertainment events.	Retain as Territory Archives
1.40.2 	Final versions of periodic internal reports used to monitor and document recurring activities to support sporting or entertainment events. Includes the collection and reporting of statistical information.	Destroy 3 years after action completed
1.40.3 	Working papers documenting the development of all reports relating to sporting or entertainment events. Includes drafts and comments received.	Destroy when reference ceases
1.40.4 	Copies of reports relating to sporting or entertainment events.	Destroy when reference ceases
1.40.5 	Responses to surveys carried out in relation to sporting or entertainment events.	Destroy 3 years after action completed

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.



Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.41.1 	Records documenting the nomination, appointment and resignation from and/or termination of agency representatives on external committees and organisations involved in sporting or entertainment events.	Destroy 3 years after last action




Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.42.1 	Records documenting detailed research carried out to support sporting or entertainment events.	Destroy 5 years after last action
1.42.2 	Records documenting routine research carried out to support sporting or entertainment events.	Destroy when reference ceases

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.43.1 	Final report of reviews of agency programs and operations supporting sporting or entertainment events.	Retain as Territory Archives
1.43.2 	Other records documenting a review of agency programs and operations supporting sporting or entertainment events. Includes documents establishing the review, action plan, etc.	Destroy 3 years after action completed
1.43.3 	Working papers documenting a review of agency programs and operations supporting sporting or entertainment events.	Destroy 1 year after action completed

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.


Risk Management

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.44.1 	Records documenting risk management for sporting or entertainment events including each stage of the process, risk assessments, treatment schedules and action plans.	Destroy 7 years after next risk assessment
1.44.2 	Risk register for sporting or entertainment events.	Destroy 7 years after next risk assessment




Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.45.1 	Records documenting the management of activities undertaken to protect people, premises and property during sporting or entertainment events. Includes investigations into incidents and referral of an alleged incident to law enforcement authorities.	Destroy 5 years after action completed

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of gaining support.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.46.1 	Final version of successful agency submissions relating to sporting or entertainment events.	Destroy 7 years after action completed
1.46.2 	Final version of unsuccessful agency submissions relating to sporting or entertainment events.	Destroy 3 years after action completed
1.46.3 	Working papers documenting the development of submissions relating to sporting or entertainment events. Includes draft submissions.	Destroy when reference ceases

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.







Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.47.1 	Suggestions received from the public relating to sporting or entertainment events. <i>[For feedback received from the public, use Sporting & Entertainment Events - Public Reaction.]</i>	Destroy 3 years after action completed

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.48.1 	Signed contracts under seal resulting from tenders relating to sporting or entertainment events and supporting records.	Destroy 12 years after completion or other termination of contract
1.48.2 	Records documenting the development and issue of tender documentation relating to sporting or entertainment events. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed.
1.48.3 	Evaluation of tenders relating sporting or entertainment events received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed.
1.48.4 	Records documenting post-offer negotiations and due diligence checks for tenders relating to sporting or entertainment events.	Destroy 7 years after tender process completed.
1.48.5 	Tender register for tenders relating to sporting or entertainment events	Destroy 7 years after last entry.
1.48.6 	Signed simple contracts and agreements resulting from tenders relating to sporting or entertainment events and supporting records.	Destroy 7 years after completion or other termination of contract

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.

Tendering (Continued)

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.48.7 	Contract register for contracts relating to sporting or entertainment events.	Destroy 7 years after last entry
1.48.8 	Records of unsuccessful tenders relating to sporting or entertainment events or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender


STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.

Acquisition




The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

[For the acquisition of stadiums or other venues, use Property Management – Acquisition in the TARDiS.]

Entry No.	Description of Records	Disposal Action
2.1.1 	Records documenting the acquisition of goods and services where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). <i>[For the acquisition of goods and services through a tender process, use STADIUM & VENUE Management - Tendering.]</i> <i>[For the management of contracted out services, Use STADIUM & VENUE Management - Contracting-out.]</i>	Destroy 7 years after action completed

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.





Entry No.	Description of Records	Disposal Action
2.2.1 	Records documenting the receipt of advice which resulted in major changes to stadium or venue management. Includes advice provided by consultants.	Retain as Territory Archives
2.2.2 	Records documenting the receipt and provision of all other advice on stadium or venue management. Includes advice provided by consultants.	Destroy 5 years after action completed
2.2.3 	Working papers documenting the development of advice on stadium or venue management.	Destroy 2 years after action completed

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.


Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Entry No.	Description of Records	Disposal Action
2.3.1 	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations for agency.	Retain as Territory Archives
2.3.2 	Records relating to the negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives
2.3.3 	Final version of other agreements.	Destroy 10 years after expiry of the agreement
2.3.4 	Records relating to the negotiations, establishment, maintenance and review of other agreements.	Destroy 10 years after expiry of the agreement

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Entry No.	Description of Records	Disposal Action
2.4.1 	Records documenting routine arrangements for the use of stadiums and venues. Includes parking arrangements and facility bookings.	Destroy 1 year after action completed

[For financial transactions associated with routine arrangements for the use of stadiums and venues, use FINANCIAL MANAGEMENT -Accounting and/or FINANCIAL MANAGEMENT – Payments in the TARDiS].




[For leasing-out arrangements, use PROPERTY MANAGEMENT- Leasing-out in the TARDiS].

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.


Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.5.1 	Final report of an external audit of stadium or venue management (eg conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none">• The audit report is qualified by the Auditor-General• There are major or significant changes to practices. Includes environmental audits.	Destroy 10 years after action completed
2.5.2 	Final report of an internal or external audit of stadium or venue management where: <ul style="list-style-type: none">• The audit report has been accepted by the Auditor-General• There are no changes or only minor or routine changes to practices. Includes recommendations and implementation plans.	Destroy 5 years after action completed
2.5.3 	Records documenting the planning and conduct of internal and external audits relating to stadium or venue management.	Destroy 3 years after action completed

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.6.1 	Delegations of powers to agency staff to authorise administrative action.	Destroy 7 years after delegation expires

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Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
N/A	[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file. In such cases sentence the file with the longest retention period for any activity on the file.]	N/A

Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.




<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.7.1 	Records documenting insurance claims for injury, damage and/or loss incurred. <i>[For insurance policies and annual renewal for stadiums and venues, use Stadium & Venue Management-Insurance.]</i>	Destroy 7 years after finalisation or withdrawal of claim

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.


Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.8.1 	Records of external committees formed to manage or advise on Stadium & Venue management. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives
2.8.2 	Records of internal committees formed to manage or advise on Stadium & Venue management. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documents such as briefing papers and discussion papers.	Destroy 7 years after action completed
2.8.3 	Working papers documenting the conduct and administration of committees formed to manage or advise on Stadium & Venue management. Includes: <ul style="list-style-type: none">• Agenda• Notices of meetings• Draft minutes.	Destroy when reference ceases

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.






<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.9.1 	Records documenting compliance with mandatory or optional standards or with statutory requirements.	Destroy 7 years after action completed

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.



Entry No.	Description of Records	Disposal Action
2.10.1 	Master copies of unpublished proceedings and reports, speeches and papers from conferences arranged by the agency.	Destroy 5 years after action completed
2.10.2 	Records documenting conferences arranged by agency. Includes: <ul style="list-style-type: none">• Program development;• Invitations to speakers;• Promotion activities;• Registrations;• Venue bookings;• Copies of financial statements.	Destroy 3 years after action completed
2.10.3 	Reports commenting on and assessing conferences.	Destroy 3 years after action completed
2.10.4 	Published proceedings from agency related to Stadium & Venue management.	Destroy when reference ceases
2.10.5 	Records documenting the attendance of staff at conferences arranged by other organisations related to Stadium & Venue management. Includes conference promotion material, programs and registration forms. <i>[For travel and accommodation arrangements made for staff to attend conferences, use Stadium & Venue Management - Arrangements.]</i>	Destroy when reference ceases

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.





Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

Entry No.	Description of Records	Disposal Action
2.11.1 	Records documenting the activities involved in the preservation, protection, maintenance, restoration and enhancement of sporting stadiums and entertainment venues of Territory significance.	Destroy 3 years after action completed
2.11.2 	Records documenting the activities involved in the restoration and enhancement of properties without Territory significance. <i>[For records documenting the restoration of contaminated land., use Property Management – Conservation in the TARDiS.]</i>	Destroy when property is disposed of or transfer to new owners.

Construction

The process of making or building something.


Entry No.	Description of Records	Disposal Action
2.12.1 	Records documenting construction activities for sporting stadiums or entertainment venues of territory significance. Includes: <ul style="list-style-type: none"> • Records of consultations (eg with owners and planning authorities) • Specifications, building plans and project management records. 	Retain as Territory Archives
2.12.2. 	Records documenting construction activities carried out for sporting stadiums or entertainment venues without territory significance. Includes: <ul style="list-style-type: none"> • Records of consultations (eg with owners and planning authorities) • Specifications, building plans and project management records. 	Destroy when property is disposed of or transfer to new owners.
2.12.3 	Records documenting construction activities not proceeded with.	Destroy 7 years after decision to suspend construction activities
2.12.4 	Working papers documenting the construction activities on sporting stadiums or entertainment venues without Territory significance.	Destroy when reference ceases

STADIUM & VENUE MANAGEMENT

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Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry No.	Description of Records	Disposal Action
2.13.1 	Records documenting contract management relating to stadium or venue management. Includes: <ul style="list-style-type: none">• Minutes of meetings with main stakeholders• Performance and evaluation reports.	Destroy 7 years after completion or other termination of the contract

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.


Entry No.	Description of Records	Disposal Action
2.14.1 	Records documenting the disposal of sporting stadiums or entertainment venues of territory significance. Includes: <ul style="list-style-type: none">• Assessments and investigations• Valuation certificates• Details of preparation undertaken before disposal ('making good').	Retain as Territory Archives
2.14.2 	Signed contracts under seal resulting from tenders and related records for the disposal of Territory property where there is no tender process.	Destroy 12 years after completion or other termination of contract
2.14.3 	Records documenting the disposal of sporting stadiums or entertainment venues without territory significance by sale, transfer, termination of lease, auction or destruction. Includes: <ul style="list-style-type: none">• Assessments and investigations• Valuation certificates• Details of preparation undertaken before disposal ('making good')	Destroy 7 years after last action
2.14.4 	Other records documenting the disposal of property, equipment and goods relating to stadiums and venues.	Destroy 7 years after action completed

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.




Enquiries

The activities associated with the handling of requests for information about the agency and its services by the general public, agency employees or another agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.15.1 	Records documenting the handling of public enquiries.	Destroy 2 years after action completed

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.16.1 	External and internal reports evaluating the Stadium & Venue management function and/or the management of specific stadiums or venues.	Retain as Territory Archives
2.16.2 	Other records documenting the evaluation and ongoing monitoring of the management of specific stadiums or venues.	Destroy 3 years after action completed
2.16.3 	Working papers supporting external or internal reports evaluating the Stadium & Venue management function and/or the management of specific stadiums or venues.	Destroy when reference ceases

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.




Fit-outs (stadium)

The process of establishing or refurbishing the interior and/or spectator areas of a sporting stadium or entertainment venue. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

Entry No.	Description of Records	Disposal Action
2.17.1 	Records documenting the fit-outs of sporting stadiums or entertainment venues of territory significance. Includes justification, notification of intent and assessment of obligations regarding heritage properties.	Retain as Territory Archives
2.17.2 	Records documenting fit-outs of sporting stadiums or entertainment venues without territory significance. Includes economic justification and any required notification of intent. <i>[For fit-outs of administrative offices in stadiums or venues use PROPERTY MANAGEMENT – Fit-outs in the TARDiS.]</i>	Destroy 1 year after next fit-out

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.



Entry No.	Description of Records	Disposal Action
2.18.1 	Records documenting the implementation of counter-disaster plans after disasters such as fire and floods to sporting stadiums or entertainment venues of territory significance. Includes a copy of the plan implemented in the disaster recovery process.	Retain as Territory Archives
2.18.2 	Records documenting the implementation of counter-disaster plans after disasters such as fires and floods for sporting stadiums or entertainment venues without territory significance both leased and owned. Includes a copy of the plan implemented in the disaster recovery process.	Destroy 7 years after disposal of stadium or venue
2.18.3 	Records documenting the implementation of plans (other than counter disaster plans), policies and procedures relating to stadium or venue management	Destroy 5 years after action completed

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.

Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.



Entry No.	Description of Records	Disposal Action
2.19.1 	<p>Records documenting inspections undertaken to determine whether asbestos and other hazardous substances are present in a sporting stadium, entertainment venue or land on which one is sited</p> <p><i>[For the removal of hazardous substances, use PROPERTY MANAGEMENT – Maintenance in the TARDiS.]</i></p> <p><i>[For OH&S related routine inspections and regular inspections of asbestos material, use OCCUPATIONAL HEALTH & SAFETY (OH&S) – Inspections in the TARDiS.]</i></p> <p><i>[For audit related inspections, use STADIUM & VENUE MANAGEMENT - Audit.]</i></p> <p><i>[For decontamination of land, use PROPERTY MANAGEMENT- Conservation in the TARDiS.]</i></p>	Destroy 75 years after last action or transfer copies to new owner if sold before this date.
2.19.2 	<p>Records documenting routine inspections of sporting stadiums and entertainment venues. Includes:</p> <ul style="list-style-type: none"> • Requests for inspections • Administrative arrangements and inspection reports. <p><i>[For inspections carried out for the construction of a building, use STADIUM & VENUE MANAGEMENT- Construction.]</i></p>	Destroy 5 years after action completed

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.



Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.20.1 	Records documenting installation of equipment (eg heating, plumbing, air-conditioning, security equipment and cabling) in stadiums and venues. Includes arranging installations and location details eg fire panel, alarm panels.	Destroy after replacement of equipment or transfer to new owner or lessee of property.
2.20.2 	Records documenting the reconfiguration and adjustment of equipment after initial installation.	Destroy 1 year after either the next reconfiguration or when the equipment is disposed of, whichever is the earlier

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.21.1 	Insurance policies covering property, equipment, etc for sporting stadiums or entertainment venues. <i>[For insurance claims lodged, use STADIUM & VENUE MANAGEMENT - Claims.]</i>	Destroy 7 years after policy expires
2.21.2 	Records documenting the annual renewal of insurance policies.	Destroy 1 year after action completed

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.



Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

Entry No.	Description of Records	Disposal Action
2.22.1 	Inventories relating to the STADIUM & VENUE management function.	Destroy when reference ceases



Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another agency. Includes the process of chartering.

Entry No.	Description of Records	Disposal Action
2.23.1 	Records documenting the leasing of property (ie where the agency is the lessee). Includes: <ul style="list-style-type: none">• Space and accommodation assessments• Negotiations• Cost-benefit analysis• Assessments• Signed leases.	Destroy 7 years after lease expires or is terminated
2.23.2 	Records documenting the on-going management of leases.	Destroy 7 years after lease expires or is terminated

Leasing-out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.









Entry No.	Description of Records	Disposal Action
2.24.1 	Records documenting leasing-out arrangements (ie where the agency is the lessor. Includes negotiations and signed leases.	Destroy 7 years after lease expires or is terminated
2.24.2 	Working papers documenting the on-going management of leases where the agency is the lessor.	Destroy 7 years after lease expires or is terminated

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.25.1 	Records documenting repairs made to stadiums and venues of territory significance after a disaster eg fire, floods etc.	Retain as Territory Archives.
2.25.2 	Records documenting repairs made to stadiums and venues without territory significance after a disaster eg fire, floods etc.	Destroy when property is disposed of or transfer to new owners.
2.25.3 	Records documenting major maintenance work carried out during the lifetime of a stadium or venue (eg sometimes referred to as the maintenance history of a building).	Retain for the life of the property and transfer to new owner of the property
2.25.4 	Records documenting removal, storage and disposal of hazardous waste (eg chemicals and pesticides).	Destroy 30 years after last action
2.25.5 	Records documenting the maintenance of cooling water systems. Includes operating and maintenance manuals, test results and service log sheets for cooling towers.	Destroy 7 years after action completed
2.25.6 	Records documenting the monitoring of building management systems or energy management systems.	Destroy 3 years after last action
2.25.7 	Records documenting the removal of non-toxic waste.	Destroy 2 years after action completed
2.25.8 	Records documenting routine upkeep, repair and maintenance activities (eg cleaning, painting, pest control, grounds maintenance and electrical maintenance).	Destroy 2 years after action completed

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.

Marketing



The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Entry No.	Description of Records	Disposal Action
2.26.1 	Records documenting the marketing of sporting stadiums or entertainment venues. Includes records covering arrangements for advertising campaigns and promotional photographs.	Destroy 5 years after action completed.

[For marketing of agency in general use the TARDiS]

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.





Entry No.	Description of Records	Disposal Action
2.27.1 	Final version of minutes and supporting documents tabled at meetings held in relation to stadium or venue management. Includes meetings with external agencies.	Destroy 3 years after action completed
2.27.2 	Working papers documenting the conduct and administration of meetings held in relation to stadium or venue management. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.





<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.28.1 	Final version of plans to support the management of major stadiums or entertainment venues.	Retain as Territory Archives
2.28.2 	Final version of stadium management plans. Includes: <ul style="list-style-type: none">• Counter disaster plan• Annual maintenance plans• Acquisition and disposal plans• Space usage plans.	Destroy 6 years after plan is superseded
2.28.3 	Working papers used in developing all stadium management plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final
2.28.4 	Copies of all stadium management plans.	Destroy when reference ceases

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.




Entry No.	Description of Records	Disposal Action
2.29.1 	Final version of policies for sporting stadiums or entertainment venues.	Retain as Territory Archives
2.29.2 	Records documenting the development and establishment of agency 's policies for sporting stadiums or entertainment venues. Includes: <ul style="list-style-type: none">• Policy proposals• Research papers• Results of consultations• Supporting reports• Major drafts.	Destroy 5 years after policy is superseded
2.29.3 	Records documenting comments made on the development of policies for sporting stadiums or entertainment venues.	Destroy 3 years after the promulgation of the new policy
2.29.4 	Working papers documenting the development of policies for sporting stadiums or entertainment venues.	Destroy 3 years after the promulgation of the new policy
2.29.5 	Copies of policy documents for sporting stadiums or entertainment venues and supporting papers.	Destroy when reference ceases

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.






Procedures

Standard methods of operating laid down by an agency according to formulated policy.

Entry No.	Description of Records	Disposal Action
2.30.1 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the management of sporting stadiums or entertainment venues. Includes emergency procedures	Destroy 7 years after procedures are superseded
2.30.2 	Records documenting the development of agency procedures supporting the management of sporting stadiums or entertainment venues. Includes emergency procedures.	Destroy 2 years after procedures are superseded
2.30.3 	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.





Entry No.	Description of Records	Disposal Action
2.31.1 	Final versions of formal internal reports and reports made to external agencies on the management of sporting stadiums and entertainment venues.	Retain as Territory Archives
2.31.2 	Final versions of periodic internal reports used to monitor and document recurring activities to support stadium or venue management. Includes the collection and reporting of statistical information.	Destroy 3 years after action completed
2.31.3 	Responses to surveys carried out in relation to stadium or venue management.	Destroy 3 years after action completed
2.31.4 	Working papers documenting the development of all reports relating stadium or venue management. Includes drafts and comments received.	Destroy when reference ceases
2.31.5 	Copies of reports relating to stadium or venue management.	Destroy when reference ceases

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.



Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.32.1 	Records documenting the review of programs and operations impacting on the management of major sporting stadiums and entertainment venues. Includes documents establishing the review, final report and action plan.	Retain as Territory Archives
2.32.2 	Final report of other reviews of agency programs and operations supporting stadium or venue management.	Retain as Territory Archives
2.32.3 	Other records documenting a review of agency programs and operations supporting stadium or venue management. Includes documents establishing the review, action plan, etc.	Destroy 3 years after action completed
2.32.4 	Working papers documenting a review of agency programs and operations supporting stadium or venue management.	Destroy 1 year after action completed

Risk Management

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.33.1 	Records documenting risk management including each stage of the process, risk assessments, treatment schedules and action plans. Includes risk assessment reports for water-cooling systems.	Destroy 7 years after next risk assessment
2.33.2 	Stadium management risk register.	Destroy 7 years after next risk assessment

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.



Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.34.1 	Records documenting major security breaches or incidents (eg which result in the laying of charges, or where sabotage is strongly suspected). Includes: <ul style="list-style-type: none">• Break-ins• Unauthorised access or entry/trespass• Intrusions into restricted areas• Terrorism• Intentional damage• Bomb threats• Fires• Records of investigations• Liaison with law-enforcement agencies.	Retain as Territory Archives
2.34.2 	Records documenting other security breaches.	Destroy 5 years after action completed

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.







<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.35.1 	Signed contracts under seal resulting from tenders relating to stadium or venue management and supporting records.	Destroy 12 years after completion or other termination of contract
2.35.2 	Records documenting the development and issue of tender documentation relating to stadium or venue management. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed.

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.


Tendering (Continued)

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.35.3 	Evaluation of tenders relating to stadium or venue management received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed.
2.35.4 	Signed simple contracts and agreements resulting from tenders relating to stadium or venue management and supporting records.	Destroy 7 years after completion or other termination of contract
2.35.5 	Contract register for contracts relating to stadium or venue management.	Destroy 7 years after last entry.
2.35.6 	Records documenting post-offer negotiations and due diligence checks for tenders relating to stadium or venue management.	Destroy 7 years after tender process completed.
2.35.7 	Tender register for tenders relating to stadium or venue management.	Destroy 7 years after last entry.
2.35.8 	Records of unsuccessful tenders relating to stadium or venue management or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender

Turf Management

The activities involved in growing, installing, maintaining, repairing and replacing turf surfaces for sporting activities and events.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.36.1 	Records documenting the growing, installing, maintaining, repairing and replacing of turf.	Destroy 3 years after last action.

CLASSES FOR RETENTION AS TERRITORY ARCHIVES


Classes for retention as Territory Archives

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.

Addresses (presentations)


The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.3.1 	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public events.	Retain as Territory Archives

[For addresses relating to community or government relations refer to the TARDiS.]



Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.4.1 	Records documenting the receipt of advice which resulted in major changes to the organisation or management of sporting or entertainment events. Includes advice provided by consultants.	Retain as Territory Archives

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.5.1 	Final version of significant agreements relating to sporting or entertainment events with government bodies or private organisations with implications for major liabilities or obligations for agency.	Retain as Territory Archives
1.5.2 	Records relating to the negotiations, establishment, maintenance and review of significant agreements relating to sporting or entertainment events.	Retain as Territory Archives


Classes for retention as Territory Archives

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.


Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.10.1 	Programs, invitations, guest lists and photographs relating to major celebrations at Territory sporting or entertainment events.	Retain as Territory Archives


Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.11.1 	Programs, invitations, guest lists and photographs relating to major ceremonies held to mark a special occasion (eg the opening of new buildings or initiation of a new event.)	Retain as Territory Archives

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.13.1 	Records of external committees formed to manage or advise on sporting or entertainment events. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives


Classes for retention as Territory Archives

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.



Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.21.1 	External and internal reports evaluating the function and/or major sporting or entertainment events.	Retain as Territory Archives

Joint Ventures

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.28.1 	Final signed version of joint venture agreements or contracts relating to sporting or entertainment events of major significance to agency and the Territory. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
1.28.2 	Working papers relating to the establishment and negotiations and management of joint venture agreements relating to sporting or entertainment events of major significance.	Retain as Territory Archives


Classes for retention as Territory Archives

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.


Media Relations

The activities associated with establishing a relationship between the media and the agency. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.33.1 	Master set of agency media releases relating to sporting or entertainment events.	Retain as Territory Archives

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.36.1 	Final version of plans for major sporting or entertainment events.	Retain as Territory Archives

Classes for retention as Territory Archives

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.37.1 	Final version of policies for sporting or entertainment events.	Retain as Territory Archives


Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.40.1 	Final version of internal formal reports and reports made to external agencies relating to sporting or entertainment events.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.43.1 	Final report of reviews of agency programs and operations supporting sporting or entertainment events.	Retain as Territory Archives

Classes for retention as Territory Archives
STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.



Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.2.1 	Records documenting the receipt of advice which resulted in major changes to stadium or venue management. Includes advice provided by consultants.	Retain as Territory Archives


Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.3.1 	Final version of significant agreements relating to STADIUM & VENUE management with government bodies or private organisations with implications for major liabilities or obligations for agency.	Retain as Territory Archives
2.3.2 	Records relating to the negotiations, establishment, maintenance and review of significant agreements relating to STADIUM & VENUE management.	Retain as Territory Archives

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.8.1 	Records of external committees formed to manage or advise on STADIUM & VENUE management. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives


Classes for retention as Territory Archives

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.


Construction

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.12.1 	Records documenting construction activities for sporting stadiums or entertainment venues of territory significance. Includes: <ul style="list-style-type: none">• Records of consultations (eg with owners and planning authorities)• Specifications,, building plans and project management records.	Retain as Territory Archives


Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.14.1 	Records documenting the disposal of sporting stadiums or entertainment venues of territory significance. Includes: <ul style="list-style-type: none">• Assessments and investigations• Valuation certificates• Details of preparation undertaken before disposal ('making good').	Retain as Territory Archives

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.16.1 	External and internal reports evaluating the STADIUM & VENUE Management function and/or the management of specific stadiums or venues.	Retain as Territory Archives


Classes for retention as Territory Archives

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.


Fit-outs (stadium)

The process of establishing or refurbishing the interior and/or spectator areas of a sporting stadium or entertainment venue. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.17.1 	Records documenting the fit-outs of sporting stadiums or entertainment venues of territory significance. Includes justification, notification of intent and assessment of obligations regarding heritage properties.	Retain as Territory Archives


Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.18.1 	Records documenting the implementation of counter-disaster plans after disasters such as fire and floods to sporting stadiums or entertainment venues of territory significance. Includes a copy of the plan implemented in the disaster recovery process.	Retain as Territory Archives

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.25.1 	Records documenting repairs made to stadiums and venues of territory significance after a disaster eg fire, floods etc.	Retain as Territory Archives.


Classes for retention as Territory Archives

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.28.1 	Final version of plans to support the management of major stadiums or entertainment venues.	Retain as Territory Archives


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.29.1 	Final version of policies for sporting stadiums or entertainment venues.	Retain as Territory Archives

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.31.1. 	Final versions of formal internal reports and reports made to external agencies on the management of sporting stadiums and entertainment venues.	Retain as Territory Archives



Classes for retention as Territory Archives

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.


Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.32.1 	Records documenting the review of programs and operations impacting on the management of major sporting stadiums and entertainment venues. Includes documents establishing the review, final report and action plan.	Retain as Territory Archives
2.32.2 	Final report of other reviews of agency programs and operations supporting stadium or venue management.	Retain as Territory Archives

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.34.1 	Records documenting major security breaches or incidents (eg which result in the laying of charges, or where sabotage is strongly suspected). Includes: <ul style="list-style-type: none">• Break-ins• Unauthorised access or entry/trespass• Intrusions into restricted areas• Terrorism• Intentional damage• Bomb threats• Fires• Records of investigations• Liaison with law-enforcement agencies.	Retain as Territory Archives